



JUDICIAL COUNCIL
OF CALIFORNIA

TRIAL COURT FACILITY MODIFICATION
ADVISORY COMMITTEE

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TRIAL COURT FACILITY MODIFICATION ADVISORY COMMITTEE

MINUTES OF OPEN MEETING WITH CLOSED SESSION

October 23, 2015

10:00 a.m. – 4:00 p.m.

In-Person Meeting, Sacramento

Advisory Body Members Present: Hon. Donald Cole Byrd, Chair, Hon. William F. Highberger, Vice-Chair, Hon. James L. Stoelker, Hon. Vanessa W. Vallarta, Hon. Jennifer K. Rockwell, Ms. Jeanine D. Tucker, Ms. Linda Romero Soles, Mr. Michael M. Roddy, and Ms. Christina M. Volkers

Advisory Body Members Absent: Hon. Brad Hill, Hon. Patricia Lucas

Others Present: Mr. Curt Soderlund, Mr. Gerald Pfab, Mr. Patrick McGrath, Ms. M.R. Gafill Malloy, Mr. Craig Moen, Mr. Dan Hutton, Ms. Angela Guzman, Ms. Eunice Calvert-Banks, Ms. Laura Sainz, Mr. Kenneth Levy, Mr. Paul Menard, Ms. Natalie Daniel, Mr. Brad Boulais, Ms. Karen Baker, Mr. Price Eres, Ms. Peggy Symons, Ms. Jamie Nguyen, and Ms. Hilda Iorga

OPEN MEETING

Call to Order and Roll Call

The chair called the meeting to order at 10:00 a.m. and took roll call.

Approval of Minutes

The advisory body reviewed and approved the minutes of the August 31, 2015 Trial Court Facility Modification Advisory Committee meeting.

PUBLIC WRITTEN COMMENT

No public comments were received.

ACTION ITEMS (ITEMS 1-9)

Action Item 1 – (Action Required) – List A – Emergency Facility Modification Funding (Priority 1)

Summary: Ratify emergency facility modifications from List A.

Action: *Reviewed and ratified 40 projects for a total of \$871,127 to be paid from funds previously encumbered for emergency funding.*

Action Item 2 – (Action Required) - List B – Facility Modifications Less than \$50K (Priority 2)

Summary: Ratify facility modifications less than \$50K from List B.

Action: *Reviewed and ratified 86 projects for a total of \$590,706 to be paid from funds previously encumbered for facility modifications less than \$50K.*

Action Item 3 – (Action Required) - List C – Cost Increases Over \$50K

Summary: Ratify facility modifications requiring cost increases over \$50K from List C.

Action: *Reviewed and ratified seven projects for a total cost increase to the Facility Modification Program Budget of \$989,695.*

Action Item 4 – (Action Required) - List D – Facility Modifications Over \$50K

Summary: Review recommended facility modifications over \$50K projects from List D.

Action: *Reviewed and approved 35 projects for funding for a total cost to the Facility Modification Program Budget of \$10,798,599. As directed in Action Item 9, staff can move items 1, 3, 7, 8, 16, 20, 22, and 23 forward without shared cost approval as the county share is less than \$50,000 and present a low risk of non-reimbursement.*

Action Item 5 – (Action Required) – List E – Court-Funded Facilities Requests (Facility Modifications)

Summary: Review Court-Funded Facilities Requests (Facility Modifications) from List E.

Action: *Reviewed and approved three Court-Funded Facilities Requests for Los Angeles Superior Court. These included Inglewood Courthouse Snack Bar renovations for code compliance (\$17,827), Torrance Courthouse Cafeteria renovations for code compliance (\$25,000), and Electrical work to accommodate automated bill payment kiosks at Metropolitan and Beverly Hills Courthouses (\$60,000). The committee also directed staff to review the CFR review and approval process and report back to the committee at the next meeting findings for methods to expedite the approval process.*

Action Item 6 – (Action Required) – FY 2014-2015 Annual Report Draft

Summary: Review and discuss the FY 2014-2015 TCFMAC Annual Report to the Judicial Council.

Action: *The committee reviewed the draft report and approved delegating authority to the Chair & Vice-Chair to make changes based on court input and submit to E&P.*

Action Item 7 – (Action Required) – Quarterly Activity Report, Quarter 1 of Fiscal Year 2015-2016

Summary: Review and discuss the *Trial Court Facility Modification Advisory Committee Activity Report for Quarter 1, Fiscal Year 2015-2016.*

Action: *The committee reviewed and approved the draft report to move forward to E&P.*

Action Item 8 – (Action Required) – 2016 Meeting Calendar

Summary: Review and confirm proposed 2016 TCFMAC meeting dates.

Action: *The committee made two changes – the proposed March 28 in-person meeting was moved to April 4 and the August 29 phone meeting was moved to August 26 – and approved the calendar.*

Action Item 9 – (Action Required) – Shared Cost Execution

Summary: Review and discuss approval authority and execution of FMs less than \$50K relative to Shared Cost Approval restrictions.

Action: *Staff reported on the issue of keeping FMs on hold for shared cost approval especially when the county share is a nominal amount. This creates delays in execution averaging and additional 45-60 days. The committee approved two motions:*

- 1. The staff recommendation to incorporate counties' estimated share of projects between \$15K and \$50K into their annual Estimate Statements to allow for increased flow of approved projects into execution.*
- 2. To reconsider List D approved during Action Item 4 for items that can be released without shared cost approval due to low risk of no reimbursement.*

DISCUSSION ITEMS (ITEMS 1-6)

Discussion Item 1

Summary: Reviewed List F – *Funded Facility Modifications on Hold*. As of this meeting, there are 11 projects on hold with a total Facility Modification Program Budget Share of \$3,518,794. These projects are primarily on hold pending county share of funding commitment or a project manager assignment.

Discussion Item 2

Summary: Judicial Council staff presented the draft report: *Public Parking Rate Increase and Transition from Free to Paid Parking at the Orange Superior Court, Harbor Justice Center*. The report is consistent with the Judicial Council Public Parking Management Policy and will be submitted to E&P for the December Judicial Council meeting. The report recommends a parking increase at 14 courthouse facilities and the conversion of the Harbor Justice Center parking lot from “free” to “paid” parking.

Discussion Item 3

Summary: Judicial Council staff gave an overview of the Court Facilities Architectural Revolving Fund (CFARF) budget, expenditures, and projects. The fund has continued to grow as many large renovation projects often get obligated to this fund. As of the most recent reconciliation, there were 252 total projects, 167 closed projects, and 85 active projects (57 of which utilize new year monies and 28 utilize old year monies).

Discussion Item 4

Summary: Judicial Council staff provided an update on the Staffing Surge Plan. Executive management has approved the plan, which provides additional Full-Time Employees for a four-year period in order to eliminate the current Facility Modification backlog and improve project execution on behalf of the courts.

Discussion Item 5

Summary: Judicial Council staff provided an update on the activities of the Facilities Policies Working Group (FPWG), including approved policies and dispositions in Real Estate, Facilities Management, and Environmental Compliance & Sustainability.

Discussion Item 6

Summary: Laura Sainz, the Judicial Council's Environmental Compliance & Sustainability manager, provided an update on current efforts to implement the *Water Conservation Policy* adopted in June. These efforts include monthly meetings between Facilities Management Unit staff and Court staff to discuss practices, as well as 36 water usage audits at courthouses across the state.

INFORMATION ONLY ITEMS (ITEMS 1-2)

Information Item 1

Summary: Informational report on FY 2015-2016 Quarter 1 expenditures from the Court Facilities Trust Fund (CFTF).

Information Item 2

Summary: Informational report on FY 15-16 budget reconciliation and spending plan, as well as completed and canceled facility modifications during the reporting period.

ADJOURNMENT

There being no further open meeting business, the meeting was adjourned at 12:59 p.m.

Approved by the advisory body on December 7, 2015.